

Attachment

*Support Chief*


MEMORANDUM FOR:

1. Now that you are processing for retirement I would like to ask a personal yet professional favor. The favor is to give us your individual thoughts and ideas on how OC can do a better job. There is always room for improvement. I would be particularly interested in specific recommendations you might have for improving the way in which we do our work.

2. As you know, the Office of Communications is experiencing the loss of increasing numbers of its careerists to retirement at this stage of our history. Valued employees are leaving who possess unique experience, knowledge and expertise, not all of which can be simply passed on to co-workers. Your perspective at this point in your career with us is unique. You can review the past and project the future with an unusual degree of objectivity coupled with imagination.

3. Your particular experience and know-how and your suggestions based on your background can, I think, help us to find solutions to our problems now and in the future. How can the jobs with which you are best acquainted be improved to save time, money or manpower? Cost effective and productive improvements and changes are the objectives of this appeal. When replying to this request, please give a brief overview of a problem, the suggested solution, and gains you believe we can realize as a result.

4. We'd be happy to receive as many ideas as you may desire to advance. As a careerist who is about to retire you can help us with this last advice and counsel. Please do.

  
Director of Communications

25X1A



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SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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**EYES ONLY**

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